

EMERGENCY SERVICES DIVISION

Procedure No. EP-SOP-2.11D

PROCEDURE

Revision No. 0

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Procedure Title: Administrative Support Checklist

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<http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm>

**Attachment D
Administrative Support Checklist*****Note: The sequence of these steps is recommended, but not mandatory.***

STEP	PROCEDURE	COMPLETED/TIME
1.	Upon notification of the EIC Manager, set up the supplies necessary for media identification. Maintain a log of all media representatives attending.	_____
2.	Notify the EIC Manager that the reception area is prepared for the media and ensure list of media is given to EIC Manager.	_____
3.	Stand by for direction from the EIC Manager and assist in directing media and logging them in as they arrive.	_____
4.	Assist in providing call reception/notifications/call ins of staff/call outs to stakeholders as directed by the EIC Manager.	_____
5.	Keep the EIC Manager informed of the nature and number of incoming calls/information requests being received.	_____
6.	Coordinate with Safeguards and Security to update the employee hotline with information as directed by the EIC Manager or the PIO.	_____

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